

**NATIONAL INSTITUTES OF HEALTH  
Deputy Ethics Counselors and Ethics Coordinators  
Meeting Minutes: September 18, 2006**

**Official Duty**

Attendance at the Lasker Awards ceremony can be approved as an official duty rather than a WAG for only those senior employees who were invited. Attending an award ceremony in one's official capacity is limited only to the Lasker Award.

**SF-278 – 2004 Processing copies for OGC**

The group was reminded to make this a priority and get originals to the NEO as soon as possible. Copies of 520s and PDs should be sent with the originals. If the employee's position does not change from year to year, the PD does not need to be sent annually with the 278 but should be noted on the form that the PD has not changed.

**OGE-450 Criteria**

The new 450 filing criteria DRAFT will be sent to Dr. Gottesman, Colleen Barros and Dr. Ruiz Bravo for their comments soon. The NEO hopes to get this out to the ethics community no later than the end of October, hopefully sooner. This new criteria may reduce the number of filers, yet should capture relatively high level employees.

**New OGE-450 form**

The new OGE-450 form was distributed to the ethics community for a last chance review and all suggestions/comments should be sent to the NEO by COB Oct 2. The old 450 form should still be used for new employees until the new form has been finalized and distributed. OGE will require all filers to use the new 450 form this coming cycle and the current 450A form can still be used in years in which it is allowed. NEO will prepare comparison materials on the new form so ethics staff is able to assist filers when questions arise.

**HHS-520s**

The community was reminded that the DAEO requires all 520 packages to have a supervisory statement included. If there is not a statement, ethics staff should be going back to the employee and requesting that they work with their supervisor to secure such a statement before forwarding the package again for review/approval.

**Awards**

The community was reminded that all awards submitted to the NEO must have written criteria and that some organizations claim they do not have it. Therefore, we are required to request it in order to process the award. There was some discussion of Non-FTE approval for travel awards.

**Administrative Items**

The NEO is still planning to hold the Basic Skills course in October and will announce registration price as soon as the pricing is confirmed with the NIH Training Center.

Online Hoovers training was presented by Neely Rogers, a company representative. Her contact information is 512-380-4720 [nrogers@hoovers.com](mailto:nrogers@hoovers.com)

Meeting was adjourned at 11:50am